

**Lee County Schools**  
**Parent/Legal Guardian Portal**  
**Acceptable Use Agreement**

**User Expectations:**

Lee County Schools manages student information electronically and will make the student's educational records available for viewing only to authorized parents/legal guardians and students with a secure connection over the Internet. All parents/legal guardians and students must comply with the Internet use regulations and all technology regulations/procedures, as well as all other district policies that may apply. The information provided by the Parent Portal is not an official record. For official records, contact your child's school.

Lee County Schools uses a secure Internet site to enable electronic access to student information; enhancing communication between our parents/legal guardians, students, teachers, principals, and administrators.

This access is a service offered to all current and active parents/legal guardians and students in grades K-12 of Lee County Schools. Access to student information from the Internet is a privilege, not a right. Only after a family has enrolled their child(ren) in Lee County Schools will a parent/legal guardian and/or student be authorized to activate a portal account. Once a student withdraws or graduates from Lee County Schools, their access will be deactivated. Once a student turns eighteen years old, parents may still have access to the records as long as the student is claimed as a dependent by the parent/legal guardian for federal income tax purposes. Parents/legal guardians, students, and staff are expected to practice proper and ethical use.

**Use of the System :**

Parents/legal guardians are required to adhere to the following guidelines:

1. Parents/legal guardians will act in a responsible, ethical, and legal manner.
2. Parents/legal guardians will not attempt to harm/destroy the school or the district's data or networks.
3. Parents/legal guardians will not attempt to access information or any account assigned to another user.
4. Parents/legal guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy Laws. Anyone found to be in violation of these laws would be subject to civil and/or criminal prosecution.
5. Parents/legal guardians who identify a security problem within the Portal must notify their school immediately without demonstrating the problem to anyone else.
6. Parents/legal guardians will not share their password with anyone, including their own child(ren).
7. Parents/legal guardians will not set their computer to automatically login to the Internet site.
8. Parents/legal guardians identified as a security risk will be denied access to the site.

**Security Features:**

Parent Portal offers a highly secure system. Among the safety measures included in the system is the automatic disabling of a user's account that will occur if five unsuccessful login attempts are made on the account. Until school administration has verified the assigned user to the locked account, the account will remain locked. In order to use the account again, the user will need to contact the school.

Parents: Please provide your full name, home address, phone number and student(s) names along with the username and password you are trying to use.

Students: Please provide your name, student ID, home address and phone number.

**Limitation of School District Liability:**

The Lee County Schools will use reasonable measures to protect student information from unauthorized viewing. The District will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. The District does not promise any particular level or method of access to the Internet site for viewing student information. The District will not be responsible for actions taken by parent/legal guardian or student that would cause compromise of their student information. The District reserves the right to limit or terminate the Internet site for viewing student information without notice. This is a private network owned and operated by the Lee County School District. Account activity is electronically recorded.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date